

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Instructions for completion are provided on page 2.</li><li>In accordance with s.16.61, Wis. Stats, this form must be completed, approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Field #1 - If the designated records officer is allocating these numbers, he/she may assign the number subject to Board approval. Otherwise leave this field blank and the PRB will assign the number.</li><li>Agency Records Officer: Review &amp; approve RDA; Assign RDA #, if applicable. Forward original <u>only</u> to the PRB. Maintain an agency copy during the Board's review process.</li></ul>				1. Retention/Disposition Authorization # (RDA)	
				Sequential #	Suffix #
				781	A
4. Agency Name Department of Children and Families		2. Agency # 437	3. Division # 300 312 312		
5. Type of Request <input type="checkbox"/> New <input type="checkbox"/> Sunset/Renewed <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Closed/Superseded		6. Prior RDA # (if applicable) (8 digits)			
7. Record Series Title Interstate Compact on the Placement of Children - Foster Care / Adoption		CLOSED			
8. Record Series Life Cycle Dates Year Created: 1974 Year Discontinued: 2011 Year of Final Disposition: 2017		9. Type of Medium Paper: <input checked="" type="checkbox"/> Machine Readable: <input type="checkbox"/> Audio Recording: <input type="checkbox"/> Converted from paper to another media: <input type="checkbox"/> Other - (Specify): <input type="checkbox"/>			
10. Retain: (Specify Actual Period) Yrs: 6 Mo: <input type="checkbox"/> Wks: <input type="checkbox"/> Permanent: <input type="checkbox"/>		11. After: (Specify Event. If event is not specified, retention is based on creation) <input checked="" type="checkbox"/> Closed / Terminated / Death <input type="checkbox"/> Superseded <input type="checkbox"/> Entered into Data System <input type="checkbox"/> Other (Specify):			
12. And: (Disposition) <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Confidential <input type="checkbox"/> Historical Society <input type="checkbox"/> Archives		13. Records Series Description Purpose: Consists of correspondence related to the interstate placements of non-committed children. These files cover children either coming into or going out of Wisconsin. Placements can be to a relative, a foster or group home or there may be an adoptive placement. The file material comes to the Division from county or private child welfare agencies, juvenile courts or adoption agencies and is duplicative of the agency's files. Contents: <ul style="list-style-type: none"><li>home studies</li><li>social histories</li><li>court orders</li><li>permanency plans</li><li>treatment plans</li><li>post-placement reports</li><li>correspondence between Interstate Compact agencies</li></ul> Definition: Closed is defined as formally closed due to the completion of services or inactive for a period of two years.			
APPROVAL SUBJECT TO 10-YEAR SUNSET. RESUBMITTAL REQUIRED PRIOR TO August 2019					
This retention schedule is superseded by 437-781, amended in July 2005, which establishes a 6-year retention for all ICPC case files.					
14. Filing Arrangement (Check all appropriate categories) <input checked="" type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronologic <input type="checkbox"/> Subject <input type="checkbox"/> Disarranged					
15. Records contain personally identifiable information (If Yes, Contact Name & Phone #) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Specify) Bureau Director, POHC		16. Records Series Is Confidential (If Yes, Statute/Code) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Specify) s 48.78			
17. APPROVAL SIGNATURES					
[Signature] 6/18/09 Agency Program Manager Date (mm/dd/ccyy)		[Signature] 6/22/09 Agency Records Officer Date (mm/dd/ccyy)			
PUBLIC RECORDS BOARD APPROVAL - Contingent on restrictions to record destruction contained in s. 19.35(5), Wis. Stats., (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced.					
[Signature] AUG 28 2009 State Archivist Date (mm/dd/ccyy)		[Signature] 9/1/2009 Executive Secretary - PRB Date (mm/dd/ccyy)			